

**CITY OF TIOGA**  
City Commission Meeting Minutes  
August 17, 2020

A meeting of the City Commission of the City of Tioga was called to order at 7:00 pm on August 17, 2020, at the Tioga City Hall, by the City Commissioner Drake McClelland.

PRESENT: Drake McClelland, Tim Christianson, Natalie Bugbee, Larry Maize, Elizabeth Pendlay and Abby Salinas

ABSENT: Tim Sundhagen

GUEST: Jacob Orledge, Dan Larson, Heath Pendlay, Josh Reiner, Adam Copeland, Chris Copeland

**Christianson made a motion to approve the Commission Minutes of August 3, 2020 Regular Meeting, second by Maize. Roll Call: Ayes; Christianson, Bugbee, Maize**

**Christianson made a motion to approve the Commission Minutes of August 3, 2020 Special Meeting for Nuisance, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Maize**

**Christianson made a motion to approve the Commission Minutes of August 3, 2020 Special Meeting for Vacation of Pine Ridge, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Maize**

**Christianson made a motion to approve the Commission Minutes of August 3, 2020 Special Meeting for Vacation of Sagaser, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Maize**

**Commissioners Reports:**

Christianson: The generators have been purchased, just waiting to hook them up.

Bugbee: Advised Commission Board that the preliminary part of Signal Road will be completed on October 9, 2020, she also advised the Commission Board and constituents that there are allot of fun indoor activities at the Community Center if people are looking for something to do around town with their kids.

Maize: None

Sundhagen: (Absent) Salinas advised that she has spoken to Sundhagen regarding the new Kum n Go gas cards and states that after reviewing the policy on interest he would like to close them and will review some ideas to replace the Kum n Go cards with to present to the Commission at a later date.

**Bugbee made a motion to close the Kum & Go fuel credit cards, second by Christianson. Roll Call: Ayes; Christianson, Bugbee, Maize**

McClelland: None

**Modifications/Approval of Agenda:**

**Bugbee made a motion to approve agenda as is with no modifications, second by Maize. Call: Ayes; Christianson, Bugbee, Maize**

**Old Business:**

1. Legal – Elizabeth Pendlay – Advised the Commission Board that she is currently working on some issues that are confidential and has nothing else to report.
2. Moore Engineering: Josh Reiner – Advised Commission Board of updates on the NE Reconstruction and ensured that the Commission Board was aware of the change in the construction time line that was added to the project because of the change order that the Commission had approved at the last meeting. Reiner stated that the change order #1 added 15 more days but he feels that BEK will not need the extra time since they are running a few weeks ahead of schedule. Reiner advised the Commission Board that the utility easements for 67<sup>th</sup> will need to be sent to City Attorney Pendlay to complete. Reiner handed exhibit to Commission Board of Change order #2 for to add additional

parking spaces as requested by the First Baptist Church of Tioga; their Board has agreed to pay the additional amount and to fix the sidewalk issue by the water tower in the amount of \$40,030 which will be added to the project of the NE Reconstruction.

**Bugbee made a motion to separate the 2 changes into 2 change orders, second by Christianson. Call: Ayes; Christianson, Bugbee, Maize**

**Christianson made a motion to approve Change order #2 for the Church Parking lot in the amount of \$15,319.00, second by Bugbee. Call: Ayes; Christianson, Bugbee, Maize**

**Christianson made a motion to approve Change order #3 to fix the side walk by the Water Tower in the amount of \$21,040.00, second by Bugbee. Call: Ayes; Christianson, Bugbee, Maize**

Reiner advised that there will be another training session for the use of the GPS unit with the Water Department. Reiner advised Commission Board that he is waiting on CC Steele to respond back regarding Simons Addition Project Phase II, he is also waiting on correspondence for the TAP 2018 and exhibit of map for the TAP 2019 project and recommended to eliminate a ½ block on 5<sup>th</sup> Street, Discussions held.

**Christianson made a motion to remove ½ block of the street from project, second by Bugbee. Call: Ayes; Christianson, Bugbee, Maize**

Reiner advised Commission Board that he will be sending a contract for the Engineering services to Pendlay for review prior to the next Commission Meeting.

New Business:

3. 90-Day Probation and Raise Recommendations – Salinas handed exhibit to Commission Board of 90-day evaluation for Michael Pederson for their review and approval effective September 1, 2020.  
**Christianson made a motion to approve Michael Pederson’s 90-day evaluation and make him a permanent employee effective September 1, 2020, second by Bugbee. Call: Ayes; Christianson, Bugbee, Maize**  
Salinas handed exhibit to Commission Board of 90-day evaluation for Haley Felber for their review and approval effective September 1, 2020.  
**Christianson made a motion to approve Haley Felber’s 90-day evaluation and make her a permanent employee effective September 1, 2020, second by Maize. Call: Ayes; Christianson, Maize Abstained; Bugbee**
4. Street Renaming – Salinas handed exhibit to Commission Board of map that shows County Road 105th. Due to a request for a new address on a property from a local resident it has prompted the County to have the City of Tioga change the name of County Road 105th because it is annexed in to the City which is a requirement for 911 purposes. Larson suggested to rename it Iverson Avenue since that is the name that in-town citizens currently call that street and Larson has checked with the County to ensure that name is clear.  
**Christianson made a motion to approve the re-naming of County Road 105<sup>th</sup> between 67<sup>th</sup> and Signal Road to Iverson Avenue and order new signs, second by Bugbee. Roll Call: Ayes; Christianson, Bugbee, Maize**

Consent Approval:

5. Planning and Zoning Applications from LND7 LLC for a Preliminary Plat approval and from KDAK for a building permit for a new home.
6. Tioga Fund Applications from ME. ND Bakery & Deli/Chris and Adam Copeland in the amount of 36,350 half in a grant and half from loan, Tioga Gold & County Club/Cody Weflen in the amount of \$50,000 for new equipment and maintenance and from Just off Main in the amount of \$4,000 for a storefront improvement grant.
7. Payroll 08-07-2020
8. Financials for July 2020

Salinas handed exhibits to Commission Board of Planning and Zoning Applications from LND7 LLC for a Preliminary Plat approval and from KDAK for a building permit for a new home. Tioga Fund Applications from ME. ND Bakery & Deli/Chris and Adam Copeland in the amount of 36,350 half in a grant and half from loan, Tioga Gold & County Club/Cody Weflen in the amount of \$50,000 for new equipment and maintenance and from Just off Main in the amount of \$4,000 for a storefront improvement grant. Payroll 08-07-2020 Financials of Fund Summary and Balance Sheet for July 2020 for their review and approval.

**Bugbee made a motion to approve Planning and Zoning Applications from LND7 LLC for a Preliminary Plat approval and from KDAK for a building permit for a new home. Tioga Fund Applications from ME.ND Bakery & Deli/Chris and Adam Copeland in the amount of \$25,000 0% Interest loan, Tioga Gold & County Club/Cody Weflen in the amount of \$50,000 for new equipment and maintenance and from Just off Main in the amount of \$4,000 for a storefront improvement grant. Payroll 08-07-2020 Financials of Fund Summary and Balance Sheet for July 2020, second by Maize. Call: Ayes; Christianson, Bugbee, Maize**

**With no further business, the meeting of the Tioga City Commission was adjourned by unanimous vote moved by Christianson, second by Bugbee at 7:37p.m. call: Ayes; Christianson, Bugbee, Maize, McClelland**

The next meeting of the City of Tioga Commission Meeting is scheduled for Tuesday September 8, 2020 at 7:00 p.m., to be held at the Tioga City Hall.

---

Drake McClelland, City Commission President

ATTEST:

---

Abby Salinas, City Auditor